

## **ENVIRONMENTAL HEARINGS OFFICE**

### **Minutes of Meeting September 30, 2009 10:00 a.m.**

The September 2009 meeting was called to order by Chair Andrea McNamara Doyle in the Boards' office in Lacey, Washington. Present were Chair Andrea McNamara Doyle, Board Members Kathy Mix and William Lynch, Administrative Appeals Judge Phyllis Macleod, Administrative Manager Robyn Bryant, Hearings Coordinator Debbie Joblonski, and Administrative Secretary Janet Buechler. Minutes of the August 2009 meeting were read and approved.

Handouts were distributed for review which included the pollution, shoreline, forest practice, hydraulic, and environmental and land use appeals filed, a brief summary of all cases that have closed and the Case Statistics Report.

#### **Appellate Update**

Chair Andrea McNamara Doyle reported that there was one new superior court appeal since the August 2009 meeting, *First Romanian Pentecostal Church v. Ecology*. In addition decisions were rendered in eight prior Superior Court appeals during the last month.

#### **Financial Update**

Robyn Bryant discussed the use of some savings realized due to reduced travel expenses and other costs to alleviate the effects of budget cuts and reduced allocations. It is expected that the next state revenue forecast will again be adjusted downward, at which point the agency will need to address further budget shortfalls.

#### **Staffing Issues**

Andrea stated that the current Administrative Appeals Judge vacancy is not being filled as a permanent position at this time. Due to this vacancy, procedural assistance being offered as a courtesy may be delayed.

### **Public Disclosure/Records Retention**

The records committee announced that there will be a training session in November with representatives of the Attorney General's office and the State Archives to review state records retention policies. The committee is testing an off-the-shelf software program that would simplify e-mail filing and management. Recent CLE materials on the subject are available for review.

### **Pandemic Flu Update**

Andrea led an exercise to remind everyone of the Pandemic Flu Policy and the necessity to be aware of precautions to prevent illness.

### **Additional Business**

Kay Brown stated that because of more frequent requests for the issuance of subpoenas, forms have been drafted. After discussion and comment, the forms will be edited and discussed at the next meeting before being put up on the website.

Meeting adjourned.

Janet Buechler  
Administrative Secretary